



# CONSTRUCTION CHANGE INITIAL SUBMITTAL CHECKLIST E-4

Development Services  
Land Development Engineering  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ Project Name \_\_\_\_\_  
DWG No. \_\_\_\_\_ Permit No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.
- Items marked with asterisks (\*\*) must follow digital submittal standards on page 4

Revision No.: \_\_\_\_\_ Revised Sheet No(s): \_\_\_\_\_

## Type of revision(s) proposed:

\_\_\_\_\_grading \_\_\_\_\_street \_\_\_\_\_storm drain \_\_\_\_\_sewer, water, or reclaimed water  
\_\_\_\_\_other: \_\_\_\_\_

## THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

*All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.*

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. **(\*\*)** Four sets of prints and one PDF showing proposed redlined changes on city-approved plans, folded to 9" X 12"
- \_\_\_\_\_ 4. **(\*\*)** Copy and one PDF of supporting calculations/reports (if applicable)
- \_\_\_\_\_ 5. Fee  
Minor Construction Change fee applies to a simple revision not requiring a review of calculations/reports, a review of the conditions of approval, or a determination of substantial conformance.  
Major Construction Change fee applies to a revision involving complex changes to the plans and/or changes requiring a review of supporting documents.
- \_\_\_\_\_ 6. SWPPP, SWQMP, retaining wall calculations, etc. review fees (if applicable)
- \_\_\_\_\_ 7. Other: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

SUBMITTAL COMPLETE. CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_



# CONSTRUCTION CHANGE RESUBMITTAL CHECKLIST E-4

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Plan ID \_\_\_\_\_ DWG No. \_\_\_\_\_ Permit No. \_\_\_\_\_ Revision No. \_\_\_\_\_

Project Name \_\_\_\_\_

Plancher \_\_\_\_\_ Project Engineer \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHER

Plancher No. \_\_\_\_\_ PCE Initials \_\_\_\_\_ Date \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.
- Items marked with asterisks (\*\*) must follow digital submittal standards on page 4.

## THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- \_\_\_\_\_ 1. This resubmittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of plans, reports, and calculations, as applicable
- \_\_\_\_\_ 5. \*Engineer's cost estimate
- \_\_\_\_\_ 6. \*(\*\*) \_\_\_\_\_ sets and one PDF of corrected prints of the plans folded to 9" X 12"  
(Distribution: 1 planchecker, \_\_\_\_\_ CM&I, \_\_\_\_\_ other – dept.: \_\_\_\_\_)
- \_\_\_\_\_ 7. \*(\*\*) Corrected copy and one PDF of supporting calculations and reports
- \_\_\_\_\_ 8. Department comments: \_\_\_\_\_ CM&I, \_\_\_\_\_ Fire, \_\_\_\_\_ Planning, \_\_\_\_\_ Transportation,  
\_\_\_\_\_ Streets, \_\_\_\_\_ Storm Drain, \_\_\_\_\_ Wastewater, \_\_\_\_\_ Water, \_\_\_\_\_ other – dept.: \_\_\_\_\_  
(Distribution: to indicated departments)
- \_\_\_\_\_ 9. Other: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# CONSTRUCTION CHANGE FINAL SUBMITTAL CHECKLIST E-4

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ DWG No. \_\_\_\_\_ Permit No. \_\_\_\_\_ Revision No. \_\_\_\_\_

Project Name \_\_\_\_\_

Plancher \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.
- Items marked with asterisks (\*\*) must follow digital submittal standards on page 4.

**The City of Carlsbad has approved this construction revision. Please return the following marked items within two weeks:**

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. \*(\*\*) One PDF of calculations and reports, signed and sealed, if applicable (see attached final submittal standards)
- \_\_\_\_\_ 5. Approved redlines
- \_\_\_\_\_ 6. \*(\*\*) PDF of the entire plan set (including previously approved sheets with no changes) with revised sheets, and/or replacement sheets, with all revisions clouded. All sheets to be electronically signed or initialed. (see attached final submittal standards)
- \_\_\_\_\_ 7. Department approvals: \_\_\_\_ CM&I, \_\_\_\_ Fire, \_\_\_\_ Planning, \_\_\_\_ Transportation, \_\_\_\_ Streets, \_\_\_\_ Storm Drain, \_\_\_\_ Wastewater, \_\_\_\_ Water, \_\_\_\_ other – dept.: \_\_\_\_\_
- \_\_\_\_\_ 8. Other: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



## **Digital Submittal Standards for Plans and Documents E-4**

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### **Initial Submittal Standards for Plans and Documents**

- All digital submittals, CAD and PDF's, shall be made via OneDrive. Email [landdev@carlsbadca.gov](mailto:landdev@carlsbadca.gov) to coordinate digital submittal.
- Plans and documents submitted via thumb drive or CD will not be accepted.
- All plans shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Plan Sheet Size – Standard size 24 inches x 36 inches – Landscape View
- Plans shall be combined into one complete set, no individual sheet submittals
- Export settings: maintain output scale; avoid "Fit to Page".
- Save files in black and white
- Unlock and Flatten all drawings and reports. The markups list and layers should be cleared and empty.
- Vector content only. Scanned images are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.)

### **Resubmittal Standards for Plans and Documents**

- All digital submittals, CAD and PDF's, shall be made via OneDrive. Email the project engineer to coordinate digital submittal.
- Plans and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements same as initial submittal standards, see above.

### **Final Submittal Standards for Plans and Documents**

- All digital submittals shall be made via OneDrive. Email the project engineer to coordinate digital submittal.
- Plans and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements same as initial submittal standards, see above.